

**APPLICATION INSTRUCTIONS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT- PUBLIC SERVICE (PS)**  
**FY 2014/2015 EDITION**

**APPLICATIONS WILL ONLY BE ACCEPTED VIA ZOOM GRANTS**  
**RELEASE DATE: DECEMBER 2, 2013**

**Applications and Attachments Must Be Typed In Entirety - No Applications With Any  
Handwritten Entries Will Be Accepted Excluding Signatures and Check boxes**

**Only one application per agency, per funding source will be accepted**

**DUE: WEDNESDAY, JANUARY 8, 2014 BY 3:00PM PST**

**ONLY non-profit agencies, public or private, with current 501(c)(3) OR (c)(4) non-profit  
status, are eligible to apply for CDBG-PS funds.**

**NOTE: No applications will be accepted after the Wednesday, January 8, 2014 (3:00 pm)  
deadline specified in the publicly advertised Notice for Applications (NFA).**

**CDBG NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES**

The primary objective of the U.S. Housing and Urban Development (HUD) Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable communities by the provision of decent housing and a suitable living environment, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of Las Vegas receives an annual federal entitlement of Community Development Block Grant (CDBG) funds to implement the Act locally. The Neighborhood Development staff ensures that projects recommended by the Community Development Recommending Board (CDRB) to the City Council meet federal CDBG eligibility criteria and are consistent with City, County, State and Federal laws and regulations.

Up to 15% of the annual Federal CDBG Allocation may be used for Public Services that provide assistance to the community in accordance with the priorities set through community input relating to the upcoming program year. Additionally the City has identified priorities to address these community needs which are listed below:

<b>Homeless Prevention and Outreach</b>	Outreach and Prevention programs that serve homeless clients and assist with housing and self-sufficiency.
<b>Special Needs Populations</b>	Assisting Individuals with mental or physical challenges.
<b>Seniors</b>	Programs with a focus on maintaining independence for senior citizens at least 62 years of age.
<b>Youth</b>	Programs focusing on academic skills and early childhood development.

**CDBG PROGRAM OVERVIEW AND FUNDING**

An overview of this program is provided in the CDBG-Public Services Manual. The Manual may be downloaded from the City of Las Vegas website. This information will also aid in understanding the City of Las Vegas' CDBG-PS project selection process. <http://www.lasvegasnevada.gov/Apply/20724.htm>

**PLEASE NOTE:**

Applicants may only submit one (1) application per agency, which may have multiple program components.

- Applicants may request a maximum 25% of their program's budget from City of Las Vegas CDBG-PS funds.
- No more than 25% of the agency's budget may be In-Kind.
- Leveraging may include other grant funds, but should also include agency funds from fundraising, foundations, endowments, fees, etc.
- Any rounding errors will be adjusted by the City to meet these requirements.
- Applications which request less than \$15,000 will not be accepted.

*Typically, the request ratio for Public Service funds is 5 to 1. This means that there are five dollars requested for every one dollar available for funding. HUD mandates that only 15% of the City's CDBG allocation may be used for Public Service, which makes these funds very competitive.*

**TECHNICAL ASSISTANCE**

There will be seven application workshops on December 2, & 11, 2013: CDBG returning (2), ESG (1) and First Time applicants (4). Please see the information in the Application Manual for details. **Please RSVP to 229-2330. There will not be a HOPWA specific workshop this year.**

**APPLICATION PREPARATION**

**Alteration of any application forms will result in disqualification of application.**

The Application should have no more than 30 pages when complete.

When requested to check or mark a section or area of the application, please use a blue or black pen. Computer generated symbols do not require replication.

*All forms (attachments & exhibits) must be completely filled out according to instructions, and all information must be uploaded on to Zoom Grants in order for the application to be accepted.*

If an area does not apply, state N/A, do not leave a question blank.

- All Exhibits and Attachments must be typed and single sided.
- All Exhibits and Attachments must be letter size, (8 ½ x 11).

The Board President or other person authorized by the Board must sign all Certifications. To authorize individuals other than the Board President to execute the application, the Signatory Authority block on the Certification of Application Form must be completed and signed by the Board President. Failure to complete Signatory Authority in an application signed by someone other than the Board President will render the application unacceptable.

**ACCEPTANCE OF TERMS:** By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. **Applicant understands and accepts that the most restrictive conditions may apply.**

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated and approved for funding by the City Council. Financial statements included in the application may also be considered public information.

The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Proposal are the responsibility of the applicant.

**REMINDER:** Applicants may only request 25% of their program's budget from the City of Las Vegas CDBG program. Applicants must have at least 25% cash match. In addition, any request for less than \$15,000 will not be accepted. Total Agency budget should be \$60,000 at a minimum.

**FINANCIAL REQUIREMENTS:**

No more than 25% of In-Kind of the agency budget is allowed. Agencies that earn less than \$199,999 per year must submit both their most recent IRS accepted 990 and previous six (6) months of bank statements (June – November)

**APPLICATION INSTRUCTIONS**

**ALL APPLICATIONS MUST BE TYPED.** Handwritten applications will be disqualified and will be returned to the applicant. Any additional documents submitted must be on white 8 ½ x 11 paper. **All forms with the exception of the Performance Measures Form, are intended to be one page only.** **All Exhibits and Attachments must be typed.**

Please count households by the anticipated number to be assisted, not by the number in the household.

**Leveraging Explanation and Examples**

Agencies must have at least 25% cash match as leveraging for the CDBG funds they are requesting, and must be for the program for which they are applying. Example: If an agency requests 25% of the program cost from CDBG, the difference must have 75% leveraging, of which 25% must be cash, and no more than 25% In-Kind match. Please note: You may not count a building you own as leveraging.

**CDBG NATIONAL OBJECTIVES**

**National Objective**

HUD CDBG regulations state that all programs must meet the National Objectives.

**National Objective Qualifiers**

Clients served must meet certain criteria in order to meet the National Objectives. Clients served must be Limited Clientele. Limited Clientele means the clients served with the CDBG-PS funds are low- and moderate-income. Income must be verified before clients receive a free or reduced program benefit.

**PERFORMANCE MEASURES – Must document client's outcomes**

This form documents and describes the program's outcomes, major tasks, outputs, and outcome measurements for the fiscal year. For multiple Outcomes, copy Outcomes and paste them underneath each other, rather than submit three or four separate documents. The Outcome numbers may be changed as needed. The forms are designed to expand.

Please be very specific and state the steps clients will take to achieve success from their participation in the program for which funds are requested. State the Outcome in the box with the # and an explanation in the box under it. Housing clients should be counted by number of households.

Agencies that apply for funds must be able to utilize CDBG PS funds in a timely manner, and have staff ready to implement the program. In addition, reporting accurate information is extremely important for Subrecipients. Both the City and HUD utilize this data to determine if needs are being met, and to document how CDBG improves the lives of low income clients and their families.

**PROGRAM PRIORITIES**

Many times the Community Development Recommending Board (CDRB) cannot recommend fully funding an applicant. Completing the Priorities Section is the only guidance the CDRB has to make funding recommendations. Unless the program cannot be operated without all requested components being funded, do not state that everything in the application is a priority. This will place the application in an all or nothing funding situation.

## **PROGRAM BUDGET FORM (Excel Spreadsheet Attachment #2)**

Complete this form for the total program budget for which funds are requested. This form also demonstrates leveraging with cash sources. Leveraging signifies that the program is not dependent on one source of income. **All amounts must be rounded up to the nearest dollar. Do not use cents.**

Do not itemize the CDBG request for more than five (5) budget line items within the Operating Expenses category. If funded, too many items tend to create a large amount of required back-up.

**NOTE:** Per OMB Regulations, costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities are not allowable.

If an error occurred after application submittal that causes the minimum amount to decrease to less than the \$15,000 minimum, the application will not pass Minimum Threshold and will be denied. Further, if there are mathematical errors, adjustments will be made by the City.

**PLEASE NOTE:** City CDBG-PS funds may not be used to purchase major equipment over \$5,000 or any vehicles.

**Expense Categories** – Please complete each applicable line item. If a category listed does not match the agency's categories, the lines titled "**Other**" may be used. Applicants may erase the words in the "Other" category and identify the proper funding source, if required.

**NOTE:** Per OMB Regulations, costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities are not allowable.

**Column A – Expense Category** Please list all expenses in the appropriate space. If explaining an "other" line item, please identify the item, do not leave it as "other".

**Personnel Services:** This is the total staff cost to administer the program.

**Salaries and Fringe Benefits:** This is the total cost including fringe benefits for all personnel. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, etc.

**Payroll Services:** Cost for Service paid by the agency

**Supplies:** Necessary supplies

**Office Supplies:** May not exceed \$250 per staff member (ex. 5 employees x \$250 = \$1,250) this area is for office supplies only.

**Postage:** Cost of stamps and mailing

**Program Supplies:** Supplies necessary for program implementation (these are not office supplies)

**Other (Specify):** Please explain on Budget Detail Form

**Client Services:** Costs associated with clients

**Direct Client Services:** Includes utility payments, etc. paid on behalf of a client

**Food/Snacks (Client only):** Food may only be purchased as part of an eligible activity for clients if it is an integral part of the program, i.e.: food banks or pantries, shelters, etc.

**Other (Specify):** Please explain on Budget Detail Form

**Operating**

**Audit:** CLV percentage of agency program budget will determine the amount an agency may charge for audit costs

**Bookkeeping/Accounting:** Cost of service. **NOTE:** CPA who audits agency may not perform bookkeeping services, as this would constitute a conflict of interest.

**Consultants/Trainers:** Cost of Instructors, classes, seminars or materials for clients

**Telephone:** Cost of telephone/fax service

**Utilities:** Electric, Water, Sewer, Gas

**Rent:** Building or Offices

**Rent:** Facility USE – for program events, training, etc.

**Printing:** Cost of brochures, and copying

**Liability Insurance:** Cost of coverage

**Legal:** Cost of Attorney or legal service n/a

**Conferences & Seminars:** Cost for employees to attend. (Out of state must be pre-approved by City)

**Travel:** Includes mileage and trips for training

**Staff Training:** Costs of classes, tuitions, books, etc. for personnel

**Other:** Costs that would not fit in any other category (specify)

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#### **Equipment Purchase**

**Computers/Software:** Cost of purchasing computers and/or software

**Office Equipment:** Cost of renting or purchasing equipment n/a

#### **Other (Specify)**

**Column B Total Program Budget** – The total cost for the program. If the program has several components, and CDBG will only pay for a portion, Column B must reflect the entire program budget.

**Column C City CDBG-PS Portion** – Represents the amount or gap funding needed to fill the budget shortfalls. A budget gap is created when the agency does not have enough resources to pay for an item. CDBG is intended to fill gaps in the budget for eligible expenses.

**Column D Agency Funds and In-Kind** – *Non-grant* revenue the agency receives for the program, i.e. private funds, program fees, donations, etc. These are not other federal/local/state funds received from other sources. Agency may include up to 25% of In-Kind in this column, which must match the In-Kind form, and be broken out in the table beneath the Budget Form.

**Column E Other Federal Funds** – Federal Funds applied for or awarded for the program, i.e. other CDBG, ESG, HOME, Title XX, Department of Labor, Other HUD funds, FEMA, etc.

**Column F State and Local Grants** – State grants or other Local funds for the program such as Workforce Investment Programs, Welfare to Work, etc.

**Column G Foundations and Other Public Funds** – Revenue from foundations, private grants, endowments, etc.

**Note: Columns C through G must add across to equal the amount listed in each applicable line item in Column B.**

**PLEASE NOTE:** No Executive Director may charge 100% of their time to any combination of Federal Funds per HUD Regulations and OMB Circulars. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, etc. Fund raising activities may not be charged against Federal Grants. Please note the City will not reimburse for Federal Unemployment Taxes. Agency staff is not to be considered as consultants or independent contractors. Per IRS rules and regulations staff must have all proper taxes and deductions subtracted from their checks. No member of the Board of Directors may be paid as staff with federal funds.

#### **THREE YEAR FUNDING HISTORY (Attachment #3)**

This form documents the agency's funding history for the past three years. It is an Excel document and agencies must use this one page form. No substitutions.

#### **IN-KIND EXPLANATION FORM (Attachment #4)**

The CDBG grant allows non-cash (In-Kind) contributions to be used as leveraging. Please explain the agency non-cash leveraging on this form. The first part will document items such as rent, office equipment, supplies, program equipment, and leveraging etc. Items must be tangible, as backup may be required upon request. **No more than 25% of the agency's budget may be leveraged with In-Kind sources.**

**Volunteer Hours Calculation:** This section documents Volunteer(s) in-kind match, and delineates them in two categories: General and Professional. Please list the type of volunteer and number of each type if there is more than one in each category, i.e. Part Time Receptionist; etc., and calculate the total value. Audit services cannot be donated by anyone affiliated with the agency, as this would constitute a conflict of interest. Auditors are intended to be unbiased third parties.

Professional Volunteers: Professional Volunteers hours should be calculated at the current acceptable rate, i.e. if an Attorney normally charges \$100 per hour and donates 20 hours a year, the value of the service would be \$2,000.

### **CERTIFICATION FORM (2 PAGES – Attachment 1)**

This form, which documents compliance with the Civil Rights Act, Americans with Disabilities Act, and Eligibility to Participate, is required by HUD. (For example, a debarred contractor could be a non-profit agency, a construction contractor, or a consultant who has been barred from receiving Federal funds.) This form further documents compliance with the Certification of City of Las Vegas Affiliation, and confirms whether any member of the organization, paid or volunteer, has an affiliation with the City of Las Vegas. The Board President or the designee must sign this form. Please type the name of the person who will be signing the form.

This Form also certifies that the Board of Directors is aware of and supports the application for funding. Additionally, this form specifies who has signature authority. A non-agency mailing address for the President of the Board of Directors must be provided in the space provided on this form. The Board President must sign this form. In addition, please type the name of the person who will be signing the form where it says “type name here”. This form also certifies that no changes in the agency’s IRS Non-profit designation has occurred.

### **Attachment and Exhibit reminder**

All forms must be uploaded onto the Zoom Grants site. Do not change the format of the Attachments, and submit them in the Microsoft Program in which they are posted: Word or Excel. The Certification Form (Attachment #1) must be signed and scanned as a PDF file. With the exception of the Certification and Performance Measures Forms, the Excel Attachment documents are meant to be one page.

Exhibits must be scanned and uploaded. Most will be PDF format, however, if the system allows you to upload them in Word that is acceptable.

There are checks and balances throughout the Zoom Grant application. The system will not allow an incomplete application to be submitted.

PLEASE NOTE: The software does not check for quality, accuracy, or review the information submitted, so please print the application prior to submittal to ensure completeness of the information you have provided.

You may make changes up until the deadline, even after hitting submit. Do not wait until the last moment to submit, as the City is not responsible for any computer/internet errors that prevent you from making the deadline. No late applications will be accepted.

### **Secretary of State and CLV Business License Explanation:**

In order to apply for CLV funds, all agencies must be in Good Standing with the Nevada Secretary of State’s Office, and must have a current City of Las Vegas Business License for the programs for which they are applying, by the close of the application period in addition to being in compliance with the IRS 990 submittal requirements. **This will be verified by PRNS staff.** Agencies that cannot comply with these criteria will not move forward for funding consideration.

**IRS 990 Guidelines.** Agencies must be in good standing with the IRS and must not have had their status revoked for non compliance with the 990 tax submission guidelines. This is verified with the IRS and Guidestar websites. No exceptions.

## **REQUIRED EXHIBITS EXPLANATION**

**Documentation of Non-profit status:** All CDBG-PS applicants must show proof of current non-profit status. This is done by submitting a copy of the letter from the Internal Revenue Service (IRS). No pending status will be accepted. Letters must be ***legible*** to be acceptable. If the letter is more than 10 years old, please request an updated one from the IRS. Letters more than 10 years old will not be accepted. Please call the IRS Exempt Organizations Div. at 1-877-829-5500 to request a free copy.

**Operating Budget:** Submit a copy of the entire agency's Current Operating Budget with revenue and expenditures.

**Audits:** All applicants must submit an audit (A-133 Audit, Audited Financials, or an Annual Certified Financial Statement). Except for A-133 Audits, Audits may not be older than two years. Applicants **must submit** one of the following with their application:

**A-133:** Organizations that expend \$500,000 or more in previous year in federal awards shall have a single or program specific audit (**A-133**) conducted for that year. A copy of your most recent A-133 must be attached. No A-133 Audit over 2 years old will be accepted.

**Audited Financials\*\*:** Agencies with revenue of \$200,000 - \$499,999 must submit Financial Statements audited by a CPA. This means that a CPA has audited the agency's records in accordance with generally accepted accounting practices and procedures, and provided a hard copy. Audit must not be over 2 years old and must include management letters.

**Annual Certified Financial Statement (ACFS):** Agencies with revenue less than \$199,999 must submit an ACFS, in addition to their IRS stamped copy of their most recent IRS 990 form. This is the lowest threshold criteria and will only be accepted from those non-profits who can document that they did not qualify for an A-133 or regular audit. Annual Certified Financial Statements (ACFS) **must be certified** (signed and dated) by the Treasurer and the Board President, must be for the previous audit year, must include the ACFS Statement below and include a balance sheet and profit and loss statement for the previous year. To obtain an IRS stamped copy of your submitted 990, go to [www.guidestar.org](http://www.guidestar.org).

In addition, agencies with revenue less than \$199,999 must also submit a copy of their **IRS accepted Form 990** for the previous year, **and** **6 months of Agency bank statements** (June – November)

Annual Certified Financial Statements must have the following statement: "We, the undersigned, as Executive Director and Treasurer of (Name of Agency), hereby certify that, to the best of our understanding and knowledge, the attached Financial Statements fairly and accurately represent the financial condition and operations of this organization."

**\*\*The City audit policy:** Any agency that expends between \$200,000 – \$499,999 in federal funds during the calendar year will be required to have a CPA Audited Financial Statement. The funds expended may be from one or multiple federal sources. If allowable by program regulations, the City may only pay for the portion of the audit, which represents the percentage of City federal funds in the program budget.

**Board of Directors:** Submit a copy of the most recent list of the entire Board of Directors.

**Articles of Incorporation:** Submit the articles in their entirety. Please note the **entire** Articles of Incorporation must be legible to be acceptable.

**Fee Schedule:** Submit a copy of agency's fee schedule if applicable.